



# OFFICE TECHNICIAN (TYPING)

## *Employment Opportunity*

*The Board of Prison Terms is an Equal Employment Opportunity Employer*

### **JOB LOCATION**

Position is located at the  
Board of Prison Terms,  
Offender Screening Section  
1100 11<sup>th</sup> Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814.

**(Note: see below for  
mailing address)**

### **POSITION STATEMENT** **(Permanent Full-Time Position)**

Under the supervision of the Staff Services Manager I, the incumbent is responsible for reviewing and processing Mentally Disordered Offender (MDO) packages for certification, which includes a quality review of legal documents. Coordinates the scheduling of probable cause hearings for Sexually Violent Predators (SVP.) Hires clinicians, attorneys, and interpreters, as needed, and prepares correspondence. Consults with BPT, Department of Corrections, and Department of Mental Health staff of various levels. Works in MS Access MDO database to produce certification documents and reports. Processes Central Office Calendar decisions for MDO and SVP cases. Works as a team with other Offender Screening Section staff. Provides back-up for other Office Technicians in the Unit.

**(Note: SVP and MDO case documentation is explicit and may be offensive to some individuals.)**

### **SALARY**

\$2510.00 - \$3050.00

### **DESIRABLE QUALIFICATIONS**

Applicants should have the ability to work independently as well as part of a team, manage workload and changing priorities, take initiative on everyday tasks and effectively communicate with various levels of institutional staff as well as professional individuals from the public. Knowledge of basic operation of Microsoft Office software, including Access and office equipment.

### **FINAL FILING DATE**

**October 22, 2004\***

**(Corrected previously posted  
final date of 10/18/04)**

### **SEND APPLICATION TO**

**Board of Prison Terms  
Offender Screening Section  
1515 K Street, Suite 600  
Sacramento, CA 95814  
Attn: Yolanda de la Torre**

All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/ Surplus eligibility. Please indicate your eligibility for this classification on line 12 of the state application. Applicants are required to submit a State Application (Form 678) by the **final filing date of October 22, 2004.** FOR ADDITIONAL INFORMATION Contact Yolanda de la Torre at (916) 324-9900

**THE BOARD OF PRISON TERMS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION OR SEXUAL ORIENTATION.**